



NH Clean Vessel Act Program Guidelines for New Pumpout/Dump Station Projects

The New Hampshire Department of Environmental Services' Clean Vessel Act Program has assisted more than 10 marinas with construction of boat sewage pumpout and dump stations. Below are the necessary steps to take in order to complete a successful project.

1. **Review all materials provided by DES.** These may include the following:
 - a. Request for Funds – Construction of New Pumpout or Dump Stations
 - b. Pumpout Equipment Providers information (catalogs, price lists, etc.)
 - c. Guidelines for New Pumpout/Dump Station Projects
2. **Determine that your marina is an appropriate site for a pumpout or dump station:**
 - a. How many boats does your marina service?
 - b. Do boats with toilet systems or portable toilets utilize your marina?
 - c. Do you have an appropriate means to dispose of the collected boat sewage? The options are:
 - i. Holding tank
 - ii. Waste water treatment facility—will they accept the additional wastes/other chemicals (i.e. odor reducers)
 - iii. Package treatment plant—for coastal waters
 - iv. Septic system (if no other means available)
3. **Submit a proposal.** Include information regarding your marina's sewage treatment options, number of boats at your marina, projected cost of installation, etc.
4. **Receive confirmation from DES that your project is appropriate for the CVA Program goals.**
5. **Coordinate with DES the terms of a contract.** Depending on the total project cost, the contract will either need to be approved by the DES Commissioner or the Governor and Executive Council. Obtain any permits or approvals that will be necessary for construction of a pumpout/dump station.
6. **Receive confirmation from DES that the contract has been approved** by either the Commissioner or the Governor and Executive Council.
7. **Begin construction activities:**
 - a. Purchase equipment.
 - b. Prepare site for any construction activities. Use Best Management Practices for construction where applicable.
 - c. Install the facility.
8. **Send invoices to DES.** Be sure to itemize all activities and their associated costs. Include the marina's match (25% of total cost) on the invoice.

9. **Finish all construction activities.**
10. **Submit final invoices to DES.** See #8 above.
11. **Schedule a visit by DES personnel** who will inspect the facility, provide any promotional materials (i.e. brochures, key chains, etc.), and provide the marina with a sign. The sign indicates the presence of the pumpout or dump facility.
12. **Enjoy the benefits of the additional service your marina now provides!** Your patrons will be delighted to know they are associated with a marina that is concerned about the affects of boat sewage on the aquatic environment.

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